

**RESOLUTION 2014 - 05**  
**A RESOLUTION AUTHORIZING SIGNATURES TO SIGN**  
**SPECIAL EVENT REQUESTS**

WHEREAS, individuals, businesses, non-profit organizations, sport organizations, and other entities desire to use City facilities and/or property for the promotion of special events that provide financial, educational, and/or cultural benefit to the City of Sturgis;

WHEREAS, the promoters may request the use of City staff or other City resources to assist with the set-up, tear-down and/or production of the special event;

WHEREAS, City policy requires all event promoters to submit documents to the City outlining the details of their event and to make request for the use of City property and to make request for any special accommodations, permits, and/or licenses that may be required for the successful promotion of their event;

WHEREAS, City policy requires that these event promoters sign lease or rental agreements with the City for the use of any City property;

WHEREAS, promoters must follow-up with designated City staff after the special event in order to communicate deficiencies that must be remedied prior to the City's approval of any future events on City property;

WHEREAS, promptly responding to proposals for special events that have been held the previous year, by signing any lease or other required documents when acceptable with the City, the policy will enable City staff to work more effectively to provide those events benefits to the City;

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen is hereby authorized to execute said lease agreements and associated City documents that have an opportunity cost to the City that is less than \$2500 for any non first year special events through calendar year 2014.

Dated this 6<sup>th</sup> day of January, 2014.

CITY OF STURGIS

\_\_\_\_\_  
Mayor Mark Carstensen

ATTEST:

\_\_\_\_\_  
Fay Bueno  
City Finance Officer

Published: 01/15/2014  
Effective: 02/05/2014